

These sessions are targeted for Career Center staff and others working to assist job seekers with disabilities. Start time for each training event is 11:00 AM.

Registration for each session is required, free, and available at: www.ncworkforcetraining.com

The Teams link to join will be emailed prior to each session.

January 13

NC Employment Collaborative (NCEC): The Toolkit

This overview session will introduce the NCEC video and how NCWorks staff may access and use it for educational purposes. The NCEC Toolkit will be reviewed, along with strategies to handle common challenges NCWorks staff may encounter when working toward an inclusive labor force

January 20

Employment of People with Disabilities: Overview & Statistics

Learn how to use statistics and data to overcome myths and build inclusive cultures that welcome job seekers with disabilities.

January 27

NC Employment First and Disability Diversity

Governor Roy Cooper signed Executive Order No. 92, *Employment First for North Carolinians with Disabilities*, in March 2019. Learn how the state's commitment to create a culture of inclusion can serve as a template for disability inclusion for local governments and employers across NC.

February 3

Disability Employment Inclusion: The Business Case

Learn how to use the qualitative and quantitative business case for robust disability inclusion programs and find out about the proven benefits of hiring job seekers with disabilities.

February 10

Diversity Equity Inclusion: Your Role in Disability Inclusion

Disability is a part of the diversity and equity conversation. Learn how to leverage your role to advance inclusion and to dispel the misconceptions about cost versus return on investment (ROI) of disability inclusion.

February 17

Disability Inclusion: Collaborating with Partners

Learn how to build effective partnerships as we explore some examples of exemplary partnerships among NCWorks Career Centers and state agencies. Strategies for expanding the engagement of businesses to enhance disability employment will also be discussed.

*Included in the discussion: Division of Vocational Rehabilitation, Services for the Blind, Services for the Deaf and Hard of Hearing, Developmental Disabilities/Mental Health/Social Services, and Business Partners.

February 24

Understanding the Accommodations Process

Information is featured on how the NCWorks Career Centers can best support job seekers as they interact with business, such as disclosing a disability and understanding the steps in the accommodations process.

Questions?

Please contact Training Center staff at ncwtc@nccommerce.com



REGISTRATION INSTRUCTIONS

REGISTRATION GUIDELINES

NEW STUDENT ACCOUNT

- 1. Go to <u>www.ncworkforcetraining.com</u>.
- 2. Click on New Users Click Here.
- 3. Complete **ALL** profile information.
- 4. Enter the Security Image Code, and click **Submit.**
- 5. A confirmation email with your User ID and password will be sent upon approval.
- 6. See below to enroll in a course.

RETURNING STUDENTS

- 1. Go to www.ncworkforcetraining.com.
- 2. Enter your User ID and Password, click Login.
- 3. First time users will be prompted to set up a password and security questions.
- 4. Click Enroll in Courses/Events.
- 5. Select your course, click **Enroll**, request special needs if applicable, and click **Submit**.
- 6. You will receive an enrollment confirmation via email.

REGISTRATION

You must register online prior to a workshop, training class, or other special event. Confirmation of registration, with details, dates, times and location will be emailed one week prior to the session.









PAYMENT: Submit payment prior to the start of class by check or money order, payable to: NC Department of Commerce / Workforce. Name (s) of participants must be included with the check.

TRAINING SESSION CANCELLATION: We reserve the right to cancel or postpone sessions based on insufficient registrations or other unforeseen circumstances. You can transfer to an alternate session or registration fees will be refunded. Please allow six weeks for refunds to be processed.

cancel a registration or make a substitution, email ncwtc@nccommerce.com. Submit cancellations and substitutions in writing at least 48 hours prior to the session (unless otherwise specified) to avoid paying the full registration fee.

SPECIAL NEEDS: Please include special needs requests when you register online. We can only guarantee provisions for special needs when notified at least two weeks in advance of training.

LODGING: A list of convenient hotels is available at www.ncworkforcetraining.com/Lodging.aspx

NCWorks Training Center course offerings are open to everyone in the NC workforce system unless specified as a closed training for a targeted group.



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email ncwtc@nccommerce.com.